

The Nuclear Materials Courier position will be posted on [www.usajobs.gov](http://www.usajobs.gov). Applicants must register online to establish an account with the USAJOBS online website and enter a complete resume.

To be considered for this position, you must submit a complete application ***no later than 11:59 pm*** (Eastern Time) on the closing date of the job posting. If you fail to submit a complete application prior to the closing time, the application system will not allow you to finish. Requests for extensions will not be granted.

### **HOW TO CREATE A LOGIN ACCOUNT:**

If you do not have a [Login.gov](https://login.gov) account:

1. Go to <https://login.usajobs.gov/Access/Transition>
2. Click **Continue**
3. Click **Create an account**
4. Enter your email address
5. Click **Submit**
6. Follow the prompts to finish creating your account
7. At this point, if you have a USAJOBS profile, you should see your information on the profile home page. If you don't have a profile, see instructions below.

### **HOW TO CREATE A PROFILE:**

1. Click **Create Profile**
  2. Complete all of the required fields in the **Contact** and **Eligibility** sections.
  3. Complete/Update your USAJOBS Profile.
- It is recommended that you also fill out the other sections of your profile because you can use this information to improve your job search results.
  - If you have not filled out or updated your profile lately, please be sure to check it for accuracy. If you have moved recently or changed phone numbers, you will want to make sure your information is correct before applying since some of the Profile information is carried over to the application system when you begin the application process.
  - We recommend completing all four sections of the Profile; especially if you plan to provide Demographic information with your application.

- If you were prompted to confirm your email address, you will need to complete this process before applying as well.

## **HOW TO SEARCH FOR JOB ANNOUNCEMENTS**

You can start your job search by entering a keyword and/or location in the search bar at the top of any page on USAJOBS. If you do not see the search bars at the top of the page, click on the Search magnifying glass icon at the top right of the page - the search bars will display.

If you are looking for a specific position, type the position title (Nuclear Materials Courier) or job announcement number into the keyword search box. Find more keyword search tips at <https://www.usajobs.gov/Help/how-to/search/keyword/>

## **HOW TO APPLY TO JOB ANNOUNCEMENTS**

1. Click on the Job Title in blue to open the job opportunity announcement [JOA].

- Please be sure to thoroughly review the job announcement, particularly the HOW TO APPLY and REQUIRED DOCUMENTS sections. If you do not already have a Resume and Saved Documents saved in your USAJOBS account that are listed in the job announcement, take the time now to do this before you begin the application process.

- **IMPORTANT!!** Sometimes an agency will prefer one type of resume over another; uploaded or built. After clicking "Apply," the "Step 1: Select Resume" page will automatically show which resumes the agency will accept. If you do not have the resume that the agency prefers, you will need to add/build the resume the agency wants to receive from you. For example, if the agency is not accepting uploaded resumes, then you will need to build a resume, and vice versa.

- See **HOW TO UPLOAD** and **HOW TO BUILD/EDIT A RESUME** below.

2. When you are ready to begin the application process, click on "Apply" from the job announcement page.

- **When selecting your resume and documents, please ensure that the circle is green with a white check; upper right hand corner of the resume/document box. This will indicate that the resume/documents have been selected.**

- Please follow the prompts in the Application Guide [Steps 1 through 5] and click "Continue to Agency Site." **YOU ARE NOT DONE YET!**

3. Next is the transition page that will take you to the application system.

- **The application system is where you will answer questions pertaining to the job, your skills, and qualifications; the application/questionnaire.**

- Please note that at this point you are no longer in USAJOBS. If an issue occurs while you are in the application system, please contact them or the agency directly for further assistance.

4. Carefully read and follow all of the prompts in the application system until you have reached the Submit button; some systems may read Submit, Submit My Answers, Finish, Complete, etc.

- **IMPORTANT!!** If you do not complete the application process in the agency's application system, you have not successfully applied for the position and this will result in an Incomplete or Unavailable status.

### **HOW TO UPLOAD A RESUME**

1. Sign into your USAJOBS account.
2. Click on DOCUMENTS - Resumes comes up first by default. **NOTE:** To upload other documents such as Cover Letter, Veteran's documents, and SF-50, click on OTHER DOCUMENTS.
3. Click on "Upload or build resume" in the dotted box and click on "Upload resume."
4. Select a file stored on your computer/flash drive. Uploaded documents must be less than 3MB [3,072KB] and in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word DOC or DOCX.
4. Enter a name for your resume. **NOTE:** It does not have to be the same as the file name; this field must not contain special characters other than apostrophes, hyphens, and ampersands.
5. Click Complete Upload

### **HOW TO BUILD/EDIT A RESUME**

To build a resume, sign into your USAJOBS account and click on DOCUMENTS; Resumes comes up first by default. Then, click on "Upload or build resume" in the dotted box and click on "Build resume" to get started. If you do not see the "Upload or build resume" box, then you may already have the max of 5 resumes in your account. In order to build a new resume, you must delete one to make the "Upload or build resume" box appear on the page.

To edit a resume, sign into your USAJOBS and click on DOCUMENTS; Resumes comes up first by default. Then, click on the "Edit" link below the resume you wish to edit. Use the navigation buttons to access each section; Next, Previous, Finish.

1. EXPERIENCE:

The first page of your resume contains your work experience information. To edit/delete an existing Experience entry, click on the Edit/Delete link to the right of the entry. You can add more work experience by clicking the "Add Work Experience" button. **NOTE:** If you are not including any experience, please check, "I do not wish to provide work experience."

## 2. EDUCATION:

The second page of your resume contains your educational background. To edit/delete an existing Education entry, click on the Edit/Delete link to the right of the entry. You can add more education by clicking the "Add Education" button. **NOTE:** If you are not including any education, please check the box, "I do not wish to provide education."

## 3. REFERENCES:

The third page of your resume contains References. You may add up to 5 references to your resume. To edit/delete an existing Reference, click on the Edit/Delete link to the right of the entry. You can add more references by clicking the "Add Reference" button.

## 4. OTHER:

The fourth page of your resume allows you to enter additional information to your resume, such as job related training, language skills, organizations/affiliations, professional publications, and additional information.

**\*\*If you wish to paste text into your USAJOBS resume from another source, please see FAQ (listed below) to prevent formatting errors: <https://www.usajobs.gov/Help/how-to/account/documents/resume/build/formatting/>**

## **HOW TO CHECK THE STATUS OF YOUR APPLICATION**

1. Sign-in to account in USA jobs with user name and password you created
2. Click on application status to see current status of jobs you applied too.
3. For detailed information regarding your application, click on more information. This will take you to Application Manager for more detailed information about your application (Application date, Job Summary, Job Status, Last Application Update, Application Status, and Uploaded Document Status).
4. At application Manager, you can click on "Details" tab to view additional information on Assessments, Documents, Messages, and Application Package History.

USAJOBS also has a help link at the top of the right hand side of the page with answers to many questions about applying for positions at [usajobs.gov](https://www.usajobs.gov).

